

INFORMATION SHEET No. #1
APPLYING FOR THE PIT BUYBACK FOR SERVICE DURING 1989-1998

DOS Department Notice 2005_09_023 dated 09/07/05 announced the implementation of the PIT Buyback Legislation passed in September 2002.

Applicants can access the notice on the FLO home page at <http://hrweb.hr.state.gov/flo/index.html> under "What's Hot."

To qualify for the buyback program and receive credit toward retirement, applicants must meet the following criteria:

1. Service must be performed at a U.S. mission abroad;
2. Applicants must meet eligibility requirements for family-member, limited, non-career appointments;
3. Service must have been of a temporary nature, i.e. appointments may not exceed one year although they may have been extended for subsequent periods of one year or less;
4. Service must have lasted for periods of 90 days or more;
5. Service would have been creditable under FERS if it had been performed before 1989 and if the appropriate deposit had been paid;
6. Applicants (employees or annuitants) must make an appropriate deposit in one lump sum (within 180 days of being notified of the deposit), accompanied by the employing agency's contribution;
7. Application must be made within 36 months of the effective date of the regulations.

Interested individuals should complete SF 3108, "Application to Make Service Credit Payment." This form is available online at ([RNet/ forms/ Prior Service Credit / SF-3108](#)).

The application should include as much detail as possible regarding dates of service, pay rates, work schedule (hours per week), and leave without pay (LWOP) during the period of employment. This information will be used to calculate the deposit needed to purchase credit toward retirement for prior years of service.

Please attach any SF-50s required to document service during the period from January 1, 1989 to May 23, 1998 to the SF 3108. In addition to SF-50s, please also attach any notices of pay adjustments shown on earnings and leave statements, if available. HR/RET will review and supplement this information with documentation contained in applicants' official personnel folders.

Once the eligible periods of employment have been determined, HR/RET will advise applicants of the estimated amount required to purchase service credit. This equals the amount that would have been contributed by the employee at the time if s/he had been eligible to participate in the retirement program plus accrued interest. The Department of State, as the employing agency, must also make an appropriate deposit including interest. The employee (or annuitant) may pay all or part of the deposit, but payment must be within six months of being notified of the amount due and in one lump sum. OPM will calculate the impact of additional service credit on the applicant's annuity.

Submit completed applications to HR/RET, Room H-620, SA-1, Washington, DC 20522. All questions should be directed to HR/RET (RETServices@state.gov).

IMPORTANT NOTE: Family members who are **currently working** in the Department should **contact their respective Bureau HR Specialists** in order to obtain any missing SF-50s. Family members **who no longer have access to HR Online and are missing the SF-50s** required to document their service should **contact the FMA Coordinators** from their last employing bureau as follows:

Bureau/Room	Coordinator	Telephone	Fax	Email
AF - 3519 MS	Adrian Partlow	202-647-1790	202-736-4601	PartlowAD@state.gov
EAP - 4313 - A MS	Lisa Parris Gail Lawrence John Stanley	202-647-6894 202-647-7320 202-647-6139	202-647-6142	Parrislg2@state.gov Lawrencegd2@state.gov Stanleyj3@state.gov
EUR - 12A35 MS	Vivian Harvey	202-647-7929	202-647-7018	Harveyve@state.gov
EUR - 12A35 MS	Andre Wallace*	202-647-8245	202-647-7018	Wallaceas@state.gov
NEA - 4253 MS	Carleen Kaurin	202-647-0523	202-647-0283	Kaurincg2@state.gov
SA - 4253 MS	Michelle Mason	202-736-7691	202-647-0283	Masonjm2@state.gov
WHA - 3256 MS	Minoo Rasoolzadeh Christine Rice	202-647-2548 202-647-4526	202-647-0949	Rasoolzadahm@state.gov Ricec@state.gov
DS - SA 20, 9th Floor	Terri Parker	571-345-3763	571-345-3782	ParkerT@state.gov
OBO - SA-6 Room L200	Matthew Raley	703-875-5771	703-812-2271	Raleymc@state.gov
INL - SA-4 Navy Hill	Barbara White	202-776-8735	202-776-8775	WhiteBA@state.gov
IO - 1427 MS	Linda Roots	202-647-3885	202-647-9406	Rootslq@state.gov
PRM - SA-1 L-505	Teresa Gettier	202-663-3298	202-663-3718	Gettiertd@state.gov

*Family members should contact Andre Wallace to obtain any missing SF-50s.